



CITY OF COLORADO SPRINGS

TO: Schools, Churches, Charitable and Other Organizations

SUBJECT: Bazaar Sales

FROM: Colorado Springs Sales Tax Division

DATE: January 1, 2002

Did you know that....

If your organization is holding a bazaar or any type of sale, you are responsible for collecting City of Colorado Springs Sales Tax on the sale of crafts, gifts, new or used merchandise or other items? That's right. The City Sales Tax is imposed upon the sale of items of tangible personal property by any vendor, including schools, churches, charitable organizations, clubs, or community service groups.

If your organization is having a bazaar or similar event, you need to do the following:

1. Obtain a Colorado Springs Sales Tax license,
2. Inform all the vendors at your bazaar that they need to collect 2.5% Colorado Springs sales tax on their sales (except as noted below),
3. Have vendors turn in their tax receipts and a report of their total taxable sales to your organization, and
4. File a City Sales Tax report and remit taxes collected from the vendors, as well as taxes collected by your own group, if applicable.

You may obtain a Colorado Springs Sales Tax license from the Sales Tax Division in the City Administration Building at 30 South Nevada Avenue, Suite 203. If you are having a one-time sale, there is a temporary license that is valid for up to 60 days.

Your organization is not responsible for collecting sales tax from a vendor on sales of food products not intended for immediate consumption, or if the vendor has a City Sales Tax license and will be remitting taxes directly to the City.

Please be aware that it is the responsibility of the organization that is hosting the bazaar to be sure that sales tax is collected by all the vendors and remitted to the City of Colorado Springs.

For more information regarding license fees and/or requirements, please contact the City Sales Tax Division at the phone number listed below. Thank You.